



Ames Procedural Requirements

APR 8715.1

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COMPLIANCE IS MANDATORY

Subject: Chapter 6 – Work Alone

**Responsible Office: Code QH/Occupational Safety, Health, and Medical Service
Division**

DOCUMENT CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	2	7/16/2011	Added Change History Log, and preface.
Revision	3	11/14/2017	Reformatted to meet CDMS requirements.

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PREFACE

P.1 PURPOSE

This manual sets forth safety and health policy and procedures and instructions for the Ames community in an effort to prevent injury and illness in the workplace.

P.2 APPLICABILITY

a. This directive applies to all Ames employees, Ames contractors and grantees as specified in their contracts or grants; and to other organizations (i.e., commercial partners, other Federal agencies, international parties, and Ames tenants) as specified and described in written operating agreements.

b. In this chapter, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this chapter, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

NPR 1800.1, NASA Occupational Health Program Procedures

NPR 8715.1A, NASA Occupational Safety and Health Programs

P.4 APPLICABLE DOCUMENTS AND FORMS

None

P.5 MEASUREMENT/VERIFICATION

Verification and measurement for compliance to this directive will be tracked through Agency triennial audit and Ames Safety Accountability Program (formerly Ames Annual Voluntary Protection Program (VPP) self-inspections).

P.6 CANCELLATION

APR 8715.1 Chapter 6, Work Alone dated July 16, 2011.

/S/

Eugene Tu
Director

DISTRIBUTION STATEMENT:

APR 8715.1 Ames Health and Safety Manual Chapters shall be made available via procurement website to anyone bidding a job here at Ames. The exceptions are Chapter 7 – Ames Radiation Safety Guide, Chapter 10 – Pressure Systems Safety, Chapter 12 – Explosives Safety and Chapter 23 – Control of Narcotics and Other Controlled Drugs including Alcohol, which shall not be made public but can be viewed onsite.

CHAPTER 6. Work Alone

6.1 Responsibilities

6.1.1 Safety, Health and Medical Services Division Periodically review and revise this chapter as appropriate.

6.1.2 The Supervisor's shall:

- a. Identify hazardous conditions (as defined in this chapter) that should not be performed by one employee.
- b. Ensure personnel are trained to identify hazards and recognize which activities should not be performed alone.
- c. Ensure a qualified "buddy" or team is assigned to work with an employee who is required not to work alone.
- d. Place additional limitations on working alone if in their judgment the work situation constitutes an undue risk to the employee's safety.

6.1.3 Employees shall:

Report any work alone hazardous conditions to your supervisor as defined by this chapter.

6.2 Working Alone

6.2.1 A person who is performing his/her work while out of audio or visual contact with a co-worker is considered to be working alone. For safety reasons, working alone is not permitted under the hazardous conditions listed below:

- a. Electrical work on high voltage equipment over 600 volts regardless of whether or not it is energized.
- b. Work on high-pressure equipment (pressures above 15 psig, excluding shop air or instrument supply air up to 140 psig in lines not exceeding one half inch diameter).
- c. Work in chemical laboratories during hazardous chemical operations.
- d. Activities involving the handling or use of explosives.
- e. Work involving machine tools (as in machine shops) and moving equipment.
- f. Work involving the use of Class IV lasers, radioisotopes, and radiation equipment.
- g. Work in permit-required confined spaces. See CHAPTER 26 of APR 8715.1 for confined space definitions and requirements.
- h. Work with cryogenic materials or containers.

i. Electrical work on energized equipment of 50 volts or greater.

j. Work performed by an individual who is mobility impaired in a location where he or she requires assistance in the event of an emergency.

In such cases, the employee's organization may purchase emergency evacuation chairs for evacuation and the supervisor shall ensure that another employee(s) is trained to use such a chair in the event of an emergency.